

Memorandum

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TO : Chief, Administrative Staff

DATE: 29 MAY 1963

FROM : Chief, Records & Services Branch

SUBJECT: Monthly Activity Report

1. PROJECTS AND STUDIES IN PROCESS

Logistics Records at [REDACTED]

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[REDACTED] OTR/Records Management Officer, and Mrs. [REDACTED] Logistics Records Management Officer, spent 8 and 9 May at [REDACTED] working on a site audit of the Logistics records. Considerable data was compiled, but it is believed that at least one more full day is required to complete the audit prior to the revision of the Records Control Schedule.

Vital Records

A representative of the Real Estate & Construction Division accompanied the Logistics Records Management Officer to [REDACTED] on 15 May 1963. A complete review of the real estate vital records on deposit was made.

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All Logistics vital records are to be reviewed and checked for currentness and sufficiency. [REDACTED] review was initiated but [REDACTED] estimated that it will take several days of concentrated effort to make a complete check.

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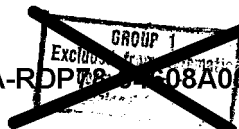
Logistics Divisions have been contacted re sending an individual to assist in the review who is thoroughly familiar with the records required to establish an operation at the relocation center in the event of an emergency. The CIA Records Administration Officer recommends that this type of review and check be made at least once a year.

2. ITEMS OF GENERAL INTEREST

Records Officer Meeting

A meeting of Agency Records Management Officers was held on 2 May 1963. OCR representatives gave briefings on the Intellofax System (document retrieval) and the DARE Project (document abstract reproduction equipment - a new development by [REDACTED]).

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Interagency Records Administration Conference

The Logistics Records Management Officer attended the IRAC on 17 May 1963 at National Archives. Speakers included Mr. Everett O. Alldredge, Deputy Assistant Archivist for Records Management, National Archives and Records Service; Mr. Arthur Jebens, Director of Management Research, Department of the Interior; and Mr. William B. Rice, Director of Administration, Office of Emergency Planning. The topic of the conference was "What's Wrong with Records Management" and was a detailed critique of the present position and status of records management in the federal government.

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Distribution:

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